

GOVAN MBEKI LOCAL MUNICIPALITY



VACANCY ADVERTISEMENT

To visit the Municipal Website
and download the Advertisement
Scan the QR code



Head Office: Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000
Please contact our website for further details: www.govanmbeki.gov.za

PLEASE NOTE:

- **Interested applicants meeting the requirements should forward the following:**
 1. Fully completed official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website www.govanmbeki.gov.za;
 2. Detailed CV, Certified Copies of Qualifications and Identity Document
 3. **Applications not submitted with the fully Completed Official Application Form will not be considered**
 4. **Applications with Foreign Qualifications must be attached with a SAQA verification document.**
- **All short-listed applicants will be required to produce their original qualifications/documents at the interviews. Failure to comply will result in disqualification.**
- Applications must be addressed to: The Manager Human Capital, Private Bag X1017, Secunda, 2302. Faxed or e-mailed applications will not be considered.
- Applications can be submitted at all Municipal Offices throughout the Govan Mbeki Municipal jurisdiction.
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to perform reference checks from current and previous employers as well as academic institutions and SAQA
- The successful applicant must enter into a Performance Agreement with the Employer
- People with disabilities are encouraged to apply and an indication in this regard will be appreciated.

INTERNAL / EXTERNAL RE-ADVERTISEMENT CLOSING DATE: WEDNESDAY, 17 JULY 2024 at 12:00

DEPARTMENT CIVIL ENGINEERING **SENIOR SECRETARY TO THE DIRECTOR CIVIL ENGINEERING - 1 Position** (REF: 2024-2025/04)

Requirements:

- Grade 12
- Secretarial Diploma or equivalent
- Excellent typing skills (successful shortlisted applicants will be subject to a practical computer test)
- Knowledge of Local Government will be an added advantage
- Computer literacy – MS Office
- Five (5) to Eight (8) years previous secretarial / administrative experience

The successful applicant / candidate must possess competencies as published in Annexure A of the Local Government: Municipal Staff Regulations promulgated in Government Gazette 45181 of 20 September 2021

Key Performance Areas:

- Providing secretarial support to the Director Civil Engineering.
- Handling an on-line and physical diary, correspondence, meetings, telephone, travel arrangements, visitors, invitations, etc.
- Maintaining an administrative link between the Office of the Director, the Political Office Bearers, the various sections within the department, the Office of the Municipal Manager and other departmental Directorates.
- Compilation of agendas, minute taking and provision of clerical services with speed, integrity and confidentiality.
- Executing all logistical, secretarial and administrative functions relating to the Office of the Director.
- Effective Data Management.
- Stakeholder engagements

ANNUAL BASIC SALARY: R 289 572.00 per annum (Post level 8) plus normal company benefits and Non-Pensionable Allowance